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Amendment No:00		Issue No:01
Amendment Date: 26.04.2017	POLICY AND PROCEDURE – FACULTY WELFARE POLICY	Issue Date: 26.04.2017

1. PURPOSE :

To provide the teaching and non-teaching staffs to avail the staff welfare schemes available in our institute.

2. SCOPE :

This procedure is applicable to teaching and non-teaching staffs working in Sri Manakula Vinayagar Medical College and Hospital.

3. RESPONSIBILITY:

Administrators, HODs, staff welfare committee, HR department


4. PROCEDURE:

Teaching faculties:

- Concessional/ subsidized medical care for family
- Sanction of amount for faculties participating in conference/ memberships in professional bodies
- Free AC transport facility
- Lunch provided at subsidized rates
- Sanction of maternity leave for women faculties for a period of **90 days**.
- Free annual health checkup
- Free wi-fi facility

Non-teaching staffs:

- Employment Provident Fund (EPF) for all non-teaching staffs
- Employees' State Insurance (ESI) for all non-teaching staffs drawing salary less than Rs. 15,000/-
- Concessional/ subsidized medical care for family
- Lunch shall be provided at subsidized rates
- Sanction of maternity leave for women employees for a period of **90 days**.
- Free annual health checkup
- Sanction of educational loan for higher studies (conditions apply). Subject to full filing prescribed conditions
- Sanction of group insurance loan in case of emergency.
- Sanction of interest free loans in case of emergency.
- Free transport for non-teaching staff.
- A separate lunch room for the benefit of women / men staff members and girl students.
- Establishment of canteens and coffee shops at the campus
- In the event of the death of an employee, while in service, his/ her dependent shall be considered for employment, depending on individual merits, limited to the case of junior assistant, subject to availability of the post.

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- In case the dependent is highly qualified, he / she would go through the normal selection process, but all the things being equal, preference shall be given to this category of applicants.

	Designation	Signature
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Reviewed by	Dr. G. Kalaiselvan IQAC Co-ordinator	<i>[Signature]</i>
Approved by	Dr. R. N. Kagne Deputy Director and Dean	<i>[Signature]</i>
Issued by	Dr. D. Rajagovindan Director	<i>[Signature]</i>